KALEEM AHMED KHAN

L-813, SECTOR 5A/3, NORTH KARACHI, KARACHI
CELL 03181076883 0312-0010591
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OBJECTIVE

Seeking a challenging and responsible position in an organization where my knowledge and abilities can be utilized and flourished at the most.

PROFESSIONAL SKILLS:

Responsibility
Duties to answer the phone in a timely manner.
Provide excellent customer service.
To take masseges for the massege.call the person back to ensure they received a call.
This company answer for over 1000 companies all across.
It requires a lot of attention to detail.
It requires good computer skills as well as interpersonal skills when dealing with employees and the like.
Also made appointment, gave call reminders for said appointments not to mention training new employees, all while using three different programs at the same time.

WORKING EXPERIENCE:

- Working as a The Protector Eng Pvt Ltd (Sharha-e-faisal)
  Job Title: Telephone oprator
  Duration 2019 to 2021

PERSONAL INFORMATION

FATHER NAME	SARFARAZE-KHAN
N. I. C. No.	42000-9953027-7
RELIGION	ISLAM
NATIONALITY	PAKISTANI
MARITAL STATUS	SINGLE
Date of birth	20/09/1990
DOMICILE	KARACHI (SINDH)

ACADEMIC QUALIFICATION

Matriculation (Science Group) Karachi Board
Duration 2007

REFERENCES In view of the above, I may please be given a chance according to my qualification to serve under your kind control. I assure you sir I shall try to best satisfaction of my superiors.